

AIRPORT DEVELOPMENT BOARD

November 9, 2022

MINUTES

MEMBERS PRESENT: Lawrence Gill, Chairman, Woody Gilliland, Vice Chairman, Darrin Black, Randy Williams, Lori Dodd, Kirk Thaxton, Robert Lopez, Gray Bridwell

MEMBERS ABSENT: Jordan Hibbs, Cindy Ramsey, James Boone

AIRPORT STAFF: Don Green, Zach Cothorn, Kate Alvarez, Alex Cargile

CITY EMPLOYEES: Stanley Smith, City Attorney

VISITORS:

1. Call to order and Introductions

The meeting was called to order at 3:42 pm. Robert Lopez with the Abilene Convention & Visitors Bureau was introduced as the newest Airport Development Board member.

2. Consideration and Action approving Minutes of the October 12, 2022 meeting

Mr. Gilliland asked if there were any corrections to the Minutes for the October 12, 2022 meeting. Mr. Green proposed that the report move the staffing challenges discussion to the management section.

Motion to accept with changes proposed made by Mr. Lopez, seconded by Mr. Black. Motion passed.

3. Agenda Items:

1. Airport Management Report:

a. Review and acknowledgement of Statistical Report

Enplanements were down 2% for the month. Envoy Non-Revenue passenger travel was up 45%. Year to date, Envoy revenue enplanements are up 12%. Parking lot revenue increased 21.6% likely due to the increase rates. For the year parking lot revenue is up about 8%. Rental Cars are up 4% for the month. October was the first month without any SkyWest activity.

There have not been any improvements on the pricing report. Prices are higher than the national average. The Airport continues to communicate with Envoy about the high prices. So far, they have been vague about why the prices are high.

b. Regulatory and Legislative Issues Update

No major changes since October. There are some changes in leadership in Congress due to the recent election. Mr. Green will be heading to Washington D.C. to meet with the Airports representatives.

c. Update on current projects:

Terminal Improvements – Discussed in Item 4

Aircraft Charging Station – No updates.

Capital Improvement Program (CIP) – The Terminal proposal price was higher than expected, which may mean changes to the CIP plan.

Forest Service Ramp Project – Stan Lambert, the District's representative in the Texas House of Representatives is providing support for this project.

Fuel Farm Relocation – Not ready to discuss lease changes.

Car Rental Ready Quick Turn Facility – Design is 60% complete. Construction costs are being collected from the Customer Facility Charge (CFC) at \$3 per contract day. This fee began in 2007 and was used to fund the ready return portion of the parking lot.

Staffing Challenges – Both Maintenance and Parking lot positions have been filled, however, employee recruitment is likely going to be a challenge going forward. The question was asked whether contracting employees is a possibility. Custodial services are using this option. The additional background checks can be intimidating to potential applicants. The City is performing a study to look at employee compensation.

d. Air Services and Business Development Update

The changing Envoy / American Airlines fleet for Abilene has increased the aircraft capacity to 75 seats with the new Embraer 175 aircraft. This has reduced the frequency of flights, but overall the seat capacity has stayed the same. Prices are increasing, but these increases are taking place across the country.

4. Discussion and Action to Award Contract for Terminal Enabling Phase Construction

The airport did a request for bids and Teinert Construction was the only bidder. The proposed base bid was \$2.66 million, which is above what is available in grants and other funds. There have been discussions to reduce this price. There is approximately \$2.2 million in AIP grants available. Part of these funds were meant to purchase a new ARFF truck and to design the next phase of the project. There will be additional discussion required before action is taken.

No action was taken.

Executive Session:

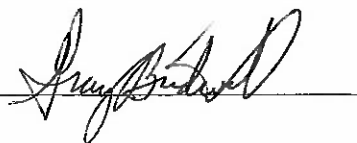
Pursuant to Govt. Code Section 551.072, a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person. Additionally, Section 551.087 allows a governmental body to discuss or deliberate on commercial or financial information that has been received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the City and with which there may be ongoing negotiations or deliberate the offer of a financial or other incentive to a business prospect. Further, Section 551.071 provides that a governmental body may seek advice from its attorney regarding a pending or contemplated litigation subject, settlement offer, or attorney-client privileged information. Additionally, Section 551.076 provides that a governmental body may conduct a closed meeting to deliberate the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit. After discussion in executive session, any action or vote will be taken in public.

The Executive Session was entered into at 4:25 and exited at 5:04 pm with no decision being made.

5. Adjournment

Motion to adjourn made by Mr. Black, seconded by Ms. Dodd. Motion passed. The meeting was adjourned at 5:05pm.

Signature of Chairman to confirm minutes: _____



Date: 10/11/23